



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:02-10-012 <u>AMENDED TO REFLECT CHANGE IN MINIMUM QUALIFICATIONS</u>	OPENING DATE: 03-04-10	Open Until Filled First Screening: 04-05-10	OPEN TO ALL APPLICANTS
POSITION: Clerk of the Court of Appeals	TYPE OF APPOINTMENT: Court Executive Service	SALARY:\$162,824-\$164,500 DC Courts non-judicial employees receive federal retirement and benefits	
D.C. Court of Appeals	LOCATION: 430 E Street, NW	Tour of Duty: Full-time	

BRIEF DESCRIPTION OF DUTIES: The incumbent serves in a senior leadership capacity for the District of Columbia Courts and has day-to-day responsibility for managing all Court of Appeals (DCCA) operations including administration, case management, courtroom support, facility management, quality assurance, and safety and security. Supervises the Case Management Branch, Committee on Admissions and Unauthorized Practice of Law, Public Office, and Office of Administration. Oversees screening of cases; initiates and oversees preparation of court operations-related studies; oversees physical arrangements and security preparation for court sessions and other activities; and assists in directing annual strategic planning and budgeting activities. Assists the Chief Judge in development of annual enterprise-wide goals and objectives, and ensures alignment of DCCA divisional Management Action Plans with the Courts' overall strategic plan. Recommends broad DCCA operational policies, rules and regulations regarding administration, case management, courtroom support, facility management, quality assurance, and safety and security. Monitors new, existing and pending legislation to ensure that court operational procedures are in compliance. Has accountability for all non-judicial DCCA employees through subordinate division directors, including performance evaluations, terminations and disciplinary actions. Ensures compliance with the Courts' human resources policies and procedures. Participates in meetings before Congressional Committees to substantiate annual budgets or other matter of interest. Communicates with counsel, parties, and others concerning matters before the DCCA. Serves as Secretary of the Judicial Conference of DC and is a member of various committees and task forces involving court-wide issues.

MINIMUM QUALIFICATIONS: A law degree PLUS six (6) years of senior level management experience. Must be a current member of the DC Bar, or must become a member within nine (9) months of appointment. **Proof of education and bar membership MUST be submitted with application, or application will not be considered.** Please include a copy of your last performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor, on separate sheet(s) of paper. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Experience in conducting legal research, understanding and interpreting written laws, rules and regulations, and applying them in the review of court procedures, forms and documents.
2. Ability to perform in a leadership capacity to plan program initiatives, develop performance objectives and monitoring systems, assess staff needs, and select and supervise managerial staff.
3. Ability to communicate, orally and in writing, and to establish and maintain effective working relationships with a wide variety of personnel such as Judges, Court managers and administrators, attorneys, government agencies and other judicial agencies.
4. Ability to coordinate and oversee activities of diverse personnel, offices and groups on a daily basis, to resolve conflict, and to maintain an effectively coordinated operation.
5. Ability to direct the development of long range planning, and to prepare written testimony and detailed data to support budget requests to accomplish the projected operating goals of the DCCA over a multi-year period.

SELECTION PROCESS: After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; FAX to (202)879-4212
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.

Email to jobs@dcsc.gov

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

